



## Bookkeeper & Operations Admin

### Job Information

**Hiring Company**[Niseko Alpine Development \(NISADE\)](#)**Job ID**

1561044

**Industry**

Hotel

**Job Type**

Permanent Full-time

**Location**

Hokkaido, Abuta-gun Niseko-cho

**Train Description**

Hakodate Line 2 Station

**Salary**

3.5 million yen ~ 5.5 million yen

**Refreshed**

October 15th, 2025 00:00

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Technical/Vocational College

**Visa Status**

Permission to work in Japan required

### Job Description

We're looking for a proactive and detail-oriented team member to support the daily administration, bookkeeping, and purchasing needs of our new restaurant opening in Niseko. This role acts in working with our accounting firm, linking between the operations team on-site and our back office in Bali, ensuring smooth daily functioning and compliance with local Japanese processes.

#### Daily Sales & Payment Reconciliation

- Reconcile daily POS sales reports (cash, cards, online)
- Verify shift summaries, discounts, comps, and voids
- Prepare daily revenue reports and flag inconsistencies
- Reconcile bank and cash sales based on revenue sales
- Doing sales adjustment if wrong closed bill
- Prepare file refund for deposit or cancellation (case by case)
- Doing bank in cash sales weekly

#### Invoice & Payment Tracking in support with Finance team

- Receive, record, and file all supplier invoices.
- Maintain a payment tracker by due date and supplier.
- Doing reconcile outstanding with vendors.
- Prepare payment requests and coordinate with finance.
- Reconcile bank and petty cash for payment vendors

#### Purchasing Support & Order Coordination

- Assist with placing orders based on par levels and chef/manager requests.
- Follow up on deliveries and ensure items match POs (quantity & quality).
- Maintain supplier contact list and help negotiate terms where appropriate.
- Track and log all purchase orders, delivery dockets, and invoices.

#### Operations– Back Office Liaison

- Relay operational updates, purchase needs, and staff issues to head office (HR, finance, purchasing).
- Submit HR-related paperwork (contracts, time-off forms, shift changes).
- Provide timely communication from management to support departments.

#### Vendor & Guest Support (as needed)

- Handle invoice inquiries, delivery disputes, or quality claims with vendors - Purchasing
- Occasionally support guests with receipts or reservation adjustments - BK
- Keep updated vendor logs for preferred suppliers and emergency backups - Purchasing & admin

[Possibility of Future Role Development and Internal Transfers : Job responsibilities and place of work specified by the Company]

**Employment Type:** Year-Round (Part time and seasonal candidates will also be considered)

**Probationary Period:** 3 months (Same conditions apply)

**Working Hours:** Shift-based (8 hours a day, Generally 5 days a week, with the possibility of 6 days depending on operational needs)

- 07:00~16:00
- 13:00~22:00
- 09:00~18:00

**Private Vehicle Commuting:** Permitted (Commuting allowance available, Based on separately established provisions)

**Measures to prevent passive smoking :** Indoor smoking prohibited

**Age Restriction :** Due to the mandatory retirement age of 60, only applicants under the age of 60 will be considered. (This restriction is based on Exception Clause No. 1, which allows for age limitations when hiring below the retirement age.)

**Salary Increase:** Yes

**Bonus:** Yes (depending on company performance)

**Overtime:** Yes (monthly average is 2 hours)

Article 36 Agreement: Applicable (Due to seasonal factors and a high concentration of orders from general customers, periods of increased workload are expected)

**Days off:** Two days off per week

**Other Leave and time off:**

- Annual leave (10 days to be given after 6 months)
- Bereavement leave (subject to separate regulations)
- Personal sick leave (5 days granted annually)
- Maternity leave (male employees have taken leave)
- Childcare leave (male employees have taken leave)

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## Required Skills

### Requirements

- Previous experience in hospitality admin, bookkeeping, or purchasing (restaurant or hotel experience preferred).
- Understanding of Japanese labor and tax systems
- Strong communication skills in English & Japanese language.
- Proficient in Google Sheets / Excel; familiarity with POS and inventory systems preferred.
- Organized, trustworthy, and solutions-oriented mindset.

### **Salary package/benefits**

3.6 - 5.4m yen/year value contract package

#### **Included in Salary package:**

- Recreation Allowance (Based on separately established provisions)
- Health Insurance, Employees' Pension insurance, Employment Insurance, Workers' compensation insurance
- Staff Trips (Based on company performance)
- Staff Activities

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### **Company Description**